

**SELECTBOARD MEETING
TUESDAY, NOVEMBER 7, 2017
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. ANNOUNCEMENTS/OPEN FORUM
4. RESIGNATIONS
5. INTERVIEWS/APPOINTMENTS
 - A. Raymond Carillon Recreation Commission
6. CONSENT AGENDA
 - A. Requests for One Day Beer and Wine License:
 Willets Hollowell MHC Rachel Osborne December 2, 2017
 - B. Request for a One Day Beer and Wine License for Joe Kapinos Halfway House
 322 Newton Street
7. NEW BUSINESS
 - A. Zone Change Request for 629 Granby Road – Referral to Planning Board
 - B. Holiday Stroll Request 2017
8. OTHER BUSINESS
 - A. Sign By-law Discussion
 - B. Golf RFP Process
 - C. Special Town Meeting
9. TOWN ADMINISTRATORS REPORT Administrative Assistant to the Selectboard Hiring; Ledges Process Update; Consolidated Town/District Elections; Marion Appeal; MPIC Meeting; Special Town Meeting; Ballot Questions; FY 18 Budget
10. CHAIRMAN'S REPORT
11. ADJOURN



Mike Sullivan <msullivan@southhadleyma.gov>

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

1 message

noreply@civicplus.com <noreply@civicplus.com>

Tue, Oct 31, 2017 at 12:31 PM

To: lkrutzler@southhadleyma.gov, chamlin@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

You can also print and mail a written copy (PDF) to the Selectboard Office at 116 Main Street South Hadley MA 01075.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Recreation Commission

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for. *Field not completed.*

Please give any details regarding your interest in this appointment? *Field not completed.*

Please Provide the Following Information

Name Raymond Carillon

Email Raymond.Carillon@Ineos.com

Address1 14 Skyline Drive

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone [REDACTED]

Alternate Phone *Field not completed.*

Cell Phone: [REDACTED]

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? No

Is any of your immediate family employed by the Town of South Hadley? No

Do you now or have you previously served in Town government? No

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) I have served as a volunteer and coach for youth sports (baseball, basketball and soccer) for more than 25 teams over the past 8 years in the Town of South Hadley. I have previous experience as an umpire and referee in Granby, as well serving as an instructional youth soccer coach. In my professional life, I have worked in a chemical manufacturing facility in Springfield (Monsanto/Solutia/Eastman facility) for nearly 23 years amassing a number of transferable skills due to numerous roles in project management and supervision.

Please list any additional information you think may be helpful in reviewing your application. I have had a life long love of sports and a tremendous desire to share this love with my kids, their friends and classmates. I have always strived to bring out the best in these young athletes while showing them the benefits or dedication and team work. Our teams have always brought families together and have had fun while demonstrating success on the field. As my boys mature and get older, getting ready to move towards high school sports, my focus will be on my daughter and continuing to improve athletics and opportunities for young girls.

How did you learn of the vacancy you are applying for? Another Resident

If you indicated another resident or other above, please provide the resident's name Andy Rogers

name or provide additional
details.

Upload a Letter of Interest *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



TOWN OF SOUTH HADLEY
SPECIAL LICENSE
WINE AND MALT APPLICATION
 (Revised 5/2015)

FEE: \$30

*Paul
 Church #
 392 772*

To the Licensing Authorities:

Date: 10-31-17

The undersigned hereby applies for a Special License – Wine and Malt in accordance with the provisions of the Statutes relating thereto:

NAME: SOUTH HADLEY CAFE / DBA HALFWAY HOUSE

COMPANY/ORGANIZATION: _____

ADDRESS: 322 NEWTON ST.

TELEPHONE: 413-532-9286

DATE APPLIED FOR: 11-23-17

PREMISES TO BE LICENSED: 322 NEWTON ST.

HOURS OF OPERATION: 9 AM TO 2 PM

ALCOHOL WILL BE (CHECK ONE): SOLD X GIVEN AWAY _____

TYPE OF EVENT: THANKS GIVING DAY EVENT

RESTRICTIONS ON SPECIAL LICENSE – WINE AND MALT

1. If the event is to be held indoors in a building or structure not certified as a place of assembly, an inspection must be requested and performed by the building inspector and the head of the fire department. To schedule an inspection, please call 413-532-5343 (District 1) or 413-534-5803 (District 2).
2. Per MGL Chapter 138, Sections 12 and 33, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

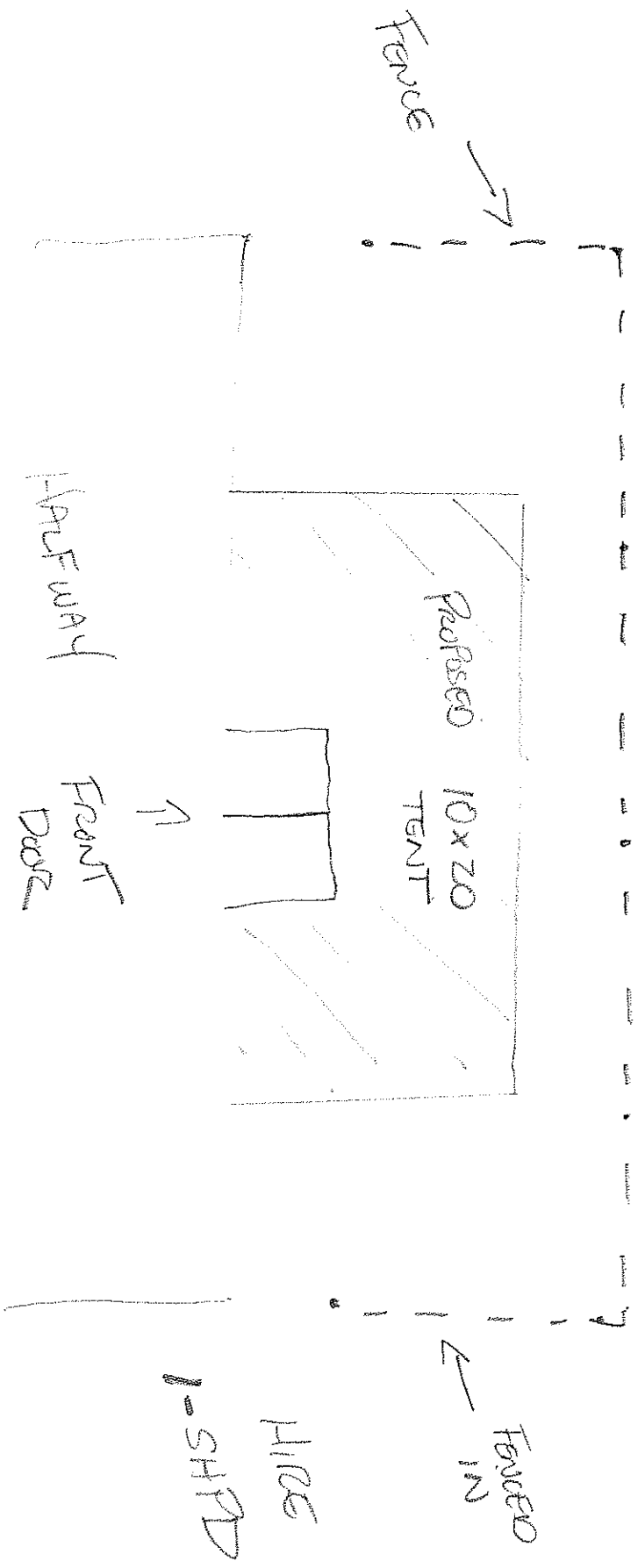
LIABILITY DISCLAIMER FOR SPECIAL LICENSE – WINE AND MALT

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: _____

LIQUOR LIABILITY INSURANCE REQUIREMENT
 For any event where alcohol is to be sold on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted to the Selectboard office at the time of application.

ROUTE 116



16 Marshall Street
Northampton, MA 01060

October 13, 2017

The Select Board of South Hadley
116 Main Street
South Hadley, MA 01075

RECEIVED
TOWN OF SOUTH HADLEY
SELECTBOARD

OCT 23 2017

SUBJECT: 629 Granby Road, South Hadley, MA
State Class 1010
Land Area: 3.600 AC
Parcel ID: 0035-0016-0000
Book and Page: 03586/0203
Current Zone: R/A1

_____ Citation
_____ Decision
_____ /
_____ MIKE SULLIVAN
SCANNED AND E-MAILED TO
SELECTBOARD

Dear Select Board Members:

We visited the Town Hall this summer wanting to determine the process for applying for a zone change to the above mentioned property. I apologize for not remembering the new building inspector's name but he was most helpful in answering our questions and he suggested we write a letter requesting consideration by the Board for the zone change.

We have owned the property since my parents, George and Esther Moos, passed away in the nineties. We have rented the property and the current tenants have lived there for more than five years, but not without complaint.

The tenants have had constant issues with the Granby Motel which is located within 100 feet of the house. The house has been broken into several times and though they can't prove anything, they feel it come from the motel. We have replaced the windows and doors, and installed motion lights. The tenants have placed alarm sensors along the border between the house and the motel. Still strangers appear in the back yard and are often seen wandering through the barn and sheds at the back of the property.

his wife

The tenant is an ex-Marine sniper and is not well and *(she)* has recently been diagnosed with COPD. She does not feel safe in the house, especially since the last robbery, and because there is a constant flow of new strangers.

Though I grew up in the house and loved it, the motel clientele has changed considerably since the Parent family sold the property several years ago. My wife would never consider living there.

The neighbor directly across the street is Theroux Trucking Company, the building on the corner of East Street and Granby Road was a gas station converted to a house, the property across East Street is a bank.

The Select Board of South Hadley

-2-

October 13, 2017

Though the house has been inspected and does not contain any lead paint, we would be very nervous about renting to a family with children, especially a single mother with children, though by law we could not refuse. Quite honestly, I have to agree with my wife that it is not really suitable for residential use unless there is an ex-Marine sniper living there.

We would ask that you consider changing the zoning to a business/commercial use so that a business operation could go in there where everybody goes home at night.

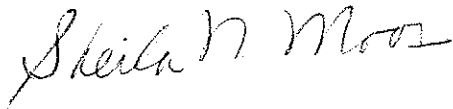
Thank you for your consideration.

Best regards,

A handwritten signature in cursive script that reads "Stephen E. Moos".

Stephen E. Moos

Sheila N. Moos

A handwritten signature in cursive script that reads "Sheila N. Moos".



Selectboard
Town of South Hadley
116 Main Street
South Hadley, MA 01075

Gentlemen/Ladies,

The South Hadley & Granby Chamber of Commerce will again be sponsoring the Holiday Stroll on the first Friday in December, this year December 1st. We are requesting that the College Street Bypass be closed off on that day from 4 PM until 9 PM for the safety of those crossing to and from the Village Commons. We also ask that the portion of College Street from the District 2 Fire Station to the Commons be closed at 6 PM in both directions to allow for Santa's arrival parade.

Thank you in advance for your help.

Sincerely,

Sara Lawrence
Executive Director
South Hadley & Granby Chamber of Commerce

§ 255-85. Signs.

- A. Signs in Business and Industrial Districts. Signs pertaining to the occupant of the premises or to the type of goods sold or services rendered on the premises are permitted in the Business A-1, Business A, Business B, Business C, Industrial A, Industrial B, and Industrial Garden Districts, provided the following requirements are adhered to:
- (1) The sign or signs shall be attached parallel to the wall of the principal building; the aggregate area of such a sign or signs on any one face of a building shall be less than 10% of the area of such building face, including openings; and such signs do not extend above a flat roof or eave line of a pitched roof more than 10% of the average height of the front elevation of such building. No sign shall be painted on the wall of any building.
 - (2) One freestanding sign is permitted per lot if located at least 30 feet from an adjoining lot line and 10 feet from the street line and does not exceed an area of one square foot for each four lineal feet of lot frontage occupied by the premises, or 60 square feet, whichever is smaller.
 - (3) Signs with any moving or flashing part, all signs of the traveling light or animated type, and all beacons and flashing devices, whether a part of, attached to, or apart from a sign, are prohibited. All illumination of signs must be arranged and shielded so that the source shall not be visible from a public way or adjacent property.
 - (4) Notwithstanding the limitation of Subsection A(2), facilities with multiple tenants, including separate tenants on freestanding parcels which were created as a plan for such facility (i.e., shopping centers, industrial parks, and office parks), are permitted to also have a single freestanding sign to identify the name and location of said center or park and list the names of the several businesses located in said center or park.
 - (a) This freestanding sign must be located at least 30 feet from an adjoining lot line and 10 feet from the street line and shall not exceed an area of one square foot for each four lineal feet of lot frontage occupied by the premises, or 60 square feet, whichever is smaller.

- (b) Names of businesses located on individual parcels which were depicted as individual parcels on the site plan approved by the Planning Board and subsequently divided from the original parcel on which the center or park was developed may be listed on the freestanding sign of the center or park; however, 50% of the area of the center or park sign which is occupied by the name of the business is to be deducted from the maximum size of the freestanding sign allowed on the individual parcel on which the business is located.
 - (c) The space allotted for the name of a business not located on the parcel on which the sign structure is located may not exceed 20 square feet.
- B. Signs in Residence and Agricultural Districts. All signs are prohibited in Residence and Agricultural Districts, except the following:
 - (1) Signs for home occupations, as provided in § 255-22 of this bylaw.
 - (2) A single sign, not more than four square feet in area, located flat on a building or dwelling in a Residence C District, identifying the name of the building. Any illumination of such sign shall be continuous indirect lighting.
 - (3) Real estate signs having an area of not more than five square feet advertising the sale, rental or lease of the premises on which they are maintained.
 - (4) To provide for the identification of public facilities, to convey activities and events associated with such facilities, and temporary and emergency messages, one freestanding sign may be permitted on a parcel occupied by a municipal (Town of South Hadley, South Hadley Fire District Number One, and/or South Hadley Fire District Number Two), state, or federal facility. Said sign shall be located at least 30 feet from an adjoining lot line and 10 feet from the street line and shall not exceed an area of 0.75 square foot for each four lineal feet of lot frontage occupied by the premises, or 20 square feet, whichever is smaller. Further, the height of such signs shall not exceed six feet at any point.
- C. Political signs. Political signs, including but not limited to signs advertising or promoting candidates for public office or urging positions on questions appearing on the ballot of a regular or

special election, are permitted in all districts, in excess of the usual limits, for a period of 45 calendar days prior to the election and shall be removed within 10 calendar days following the election.

- D. Traffic control. Traffic control and directional signs by municipal, state and federal agencies are permitted in all districts.
- E. Directional signs. Directional signs by private nonprofit institutions or nonprofit organizations shall also be allowed in all districts; provided, however, that such signs shall be subject to the following limitations:
 - (1) The maximum size of such signs shall be 300 square inches.
 - (2) No more than three such signs shall be permitted for any institution or organization.
 - (3) Any such sign erected or installed within the boundaries of a street must be approved by the Town Engineer in order to ensure that it does not constitute a safety hazard.
- F. Temporary signs. A temporary real estate sign, advertising the availability of the property for sale, may be erected for a period extending only until such property is sold. Such sign shall not exceed 20 square feet in area and shall be located at least 10 feet from the street line or on a building if in closer proximity to the street line.
- G. Illumination of signs. No illuminated signs shall be permitted unless first approved by the Planning Board. Prior to approving an illuminated sign, the Planning Board must make a determination that the sign will not be adverse to the character of the surrounding neighborhood or the community. The Planning Board shall notify, by mail, abutters of the date, time, and place of the Planning Board meeting at which the request for an illuminated sign is to be considered.
 - (1) Exception. Traffic control and directional signs by municipal, state and federal agencies shall be excepted from this requirement.
 - (2) Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether

to approve the illumination of a sign, the Planning Board shall:

- (a) Consider and minimize the illumination impact of the signage illumination on the surrounding properties; and
- (b) Only approve internally illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and
- (c) Ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and
- (d) Not approve exposed or illuminated neon signs; and
- (e) Require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.

Sarah Etelman, Chair
John Hine, Vice-Chair
Andrea Miles, Clerk
Ira Brezinsky
Bruce Forcier

Michael J. Sullivan
Town Administrator

November 3, 2017

Honorable South Hadley Selectboard,

Please accept this abridged accounting of the activities and projects the staff and I have been working on over the past few weeks. Thank you for your understanding during this period of adjustment in Town Hall.

Administrative Assistant to the Selectboard Hiring; Courtney Hummel has been at work for two days in a row. She seems to be surviving the indoctrination process. So far she has not told any “no”, pointed out an individual failing or has not threatened anyone’s authority ...so at this point everyone regards her as the their individual favorite co-worker.

Ms. Hummel comes to South Hadley after working for Greenfield as part of the municipality wide wifi initiative. She has a degree in Communications from Illinois State. She will be given training and instruction which will help her understand the license process, assisting boards and commissions, serving constituents, processing bills, compiling the Town Report and other responsibilities performed by Laura Krutzler. We will add to her tasks supply chain management, cross training in various departments (i.e. Clerk, Collector, Building, Assessors) and coordination of scheduling of space for boards.

Eventually we would like to develop an e-newsletter from the Selectboard Office on a quarterly basis aimed a wide circulation. There are a number of ideas as to how we would like to expand our communication with her communication skills, but we are going to get the basic training before we spread our wings.

Ledges Process Update; First I would like to again thank Andy Rogers, he has used all his skills to keep the course operating at a very difficult time. He has spent sixteen days straight working at the facility (sometimes alone), as we have reduced staff to cut costs as the season winds down. Cutting costs, including staff, has caused the food service to be interrupted on some Mondays and Tuesdays, again to lower expenses. There has been some unfair criticism leveled against Andy about course operations by individuals who have little insight. Thank you Andy for trying! We all understand there is some issues and nothing is perfect, but there has been progress.

There has been several interested parties who have submitted to the administration interest to be considered for the possible RFP/RFI design and oversight of the process to seek a professional organization to oversee and manage golf operations at Ledges. There have been reports of well-meaning individuals reaching out to course operators and experts in regards to possible bids. All should aware that one well-meaning step turns into a misstep, or the wrong suggestion may end up having a potential great proposal be disqualified.

There has to be a system for coordinating all interested parties and working towards making this RFP be a bridge to success for the Ledges. It would be disheartening if the process was unintentionally derailed by good intentions. It is my recommendation to properly choose a consultant by January 1st or sooner. Once a

116 MAIN STREET, SUITE 109, SOUTH HADLEY, MASSACHUSETTS 01075 2896

professional is in place they seek input from the Golf Commission, interested citizens (champions and critics), seeking ideas and fresh perspective. I am confident with the right input vetted by a professional there will be a path towards an RFP the Selectboard can support and ultimately an operator who can stabilize the operation further.

Consolidated Town/District Elections; Town Counsel Edward Ryan and I met with Richard Constant representing the District 2 Prudential Committee and I have previously had conversations with members of the District 1 Prudential Committee in respect to consolidating elections.

There was also a request from both District Clerks to Town Clerk Carlene Hamlin to meet to discuss the consolidation. I reviewed with Town Counsel and requested each district consult their Prudential Board before we go any further, as we need specifics as to the expectations of each. What reports do they expect submitted to the Secretary of State, what level of involvement do they feel they should have in the operation, in a recount or other issue which may arise? All these need to be answered thoughtfully before a memorandum can be properly developed. District 2 Prudential Board Member Richard Constant and I discussed it at our meeting. This is a great step and we are all really excited about it, but I think you would all agree we need to go in eyes wide open.

Marion Appeal; the “Dangerous Dog” determination by the SB will go before a district court judge. It is scheduled for November 15 @ 9 AM. We will be represented by Town Counsel Edward Ryan and there likely will be subpoenas issued for individuals who are essential to the case.

As you all have stated at one time or another, this is not something any of us would like to have fall into our laps. These types of matters of public safety are often the hardest to reconcile with “why I ran for this job” thought profile, it is a heavy responsibility to protect the public. It is sometimes even hard to make the danger clear and the effort to avoid such a situation so pronounced to the same citizenry.

Hopefully we will be able bid adieu to this issue soon and I will place my faith in the judge will make the right decisions, whatever that maybe. I am completely confident the South Hadley Selectboard did what it felt was best to protect the public.

MPIC Meeting; On Tuesday I had the pleasure of meeting with MPIC to discuss priorities and progress related to the Town Of South Hadley Master Plan. Six members were in attendance, it was an interesting exchange which give me more than I provided.

We discussed the need to start to aggressively pursue a Master Plan II. Things have definitely been accomplished, there is definitely more things to do and “things” have changed. The Master Plan is nearing its tenth birthday and some of the underlying data is even older. It would be my recommendation the MPIC be the foundation of the next iteration. They are now a well formed committee, engaged, will be intelligence and bring experiential knowledge to blend the first with the second MP.

Special Town Meeting; we continue to wait patiently for the 40R and RDA Plan to wind its way through the process post Town Meeting approval. However, it may be time to set a date for a STM, as there are some other issues we should address creeping up on us. I would recommend a January 10 STM with a TA Review on January 3rd.

There is the matter of a Town Meeting vote to authorize the SB to seek legislation to change the annual town voting date, a few minor financial articles, the ice cream fingerprint by-law (as usual), consideration of a couple of projects and I am sure I am forgetting some others.

There are several people who have started to inquire as they a responsible TMMs and want to do everything they can to schedule their winter warm ups around that civic duty. If we tentatively scheduled for January 10 and decide it should be stretched out further, changed or cancelled you would have that option.

Ballot Questions; The Town Clerk has already started working on the April 2018 Ballot for the Town Election. There will be the scheduled elected positions on the ballot. It will also feature the two questions requested to be polled at last TM.

One will ask the voters if they would like to have an appointed board of health and the second whether the BOH should be expanded to five members. These questions will be non-binding and any further action the TM would play a role.

FY 2019 Budget; Departments have already been advised to start the budget preparation process, the guidelines will be sent out to departments (and Appropriations, SB). I have already had some discussion with the Assistant Assessor and the Town Accountant as we will be looking at revenue estimates. I anticipate the unreserved free cash will be to some degree almost overly healthy (does not mean we are rich beyond imagination). We are expecting the final certification of unreserved free cash in the next few weeks/days, but due to some large turn backs and some one time impressive fees we will have a tidy sum.

However, if we do not get some relief from health insurance benefit costs the positive news may be overshadowed by the stark reality of this national challenge. We continue to try do more with less and I am thankful I work with so many engaged managers and a very understanding community.

Thanks for all your continued support as we navigate significant changes in Town Hall. I expect we will come out better for it as a community.

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley